

APPLICATION FOR RECORDS DISPOSITION STANDARD

	INSTRUCTIONS: Prepare in duplicate and forward to the Records Management 3. Dept., Division, Sulxivision & Administering Office Address					MAISION LISE			
	Finance					FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed			
Treasury Service			,	111N 4 4003	3~-				
2200 Peachtree							1083		
401 W. Peachtre				1. Application		pt. Application No.			
Atlanta, Georgi	ia 30365			į ·		•			
						·			
4. Person to Contact		<u> </u>	5. Working	<u>.</u>		6. Telephone Number			
Jean Wakefield/	Rae Lipsitz		Asst. Treasurer/Secretary 58		586-5067				
7. Action Requested			- 						
a. [XEstablish Retentio	4		•						
		her accumulation anticipete							
c. Amend Applicatio				ange; 🗆 Supercede; 🗆	Void				
8. Dates of Series	9. Records Ser	ries Title (followed by title	used in office;	if different)					
Earliest Latest				1					
1979 Preser		d Reconcilement	Series	•		•			
10. Division and Office Func	tion What is the f	function of the Division an				_			
The Division of	f Treasury Ser	vices is respons	sible for	the receipts,	investm	ent, and			
disbursement of	f all funds for	or maintaining i	ntegrity	of financial as	sets an	d accounts and	,		
for maintaining	g banking rela	tionships. The	specifie	d responsibilit	ies are	to maintain			
effective inter	rnal control p	rocedures to sa	feguard c	ash and other a	issets,	ensures an			
adequate level	of funds avai	lability to mee	t current	and planned ob	olig-ati	ons, ensures			
all funds disb	ursements are 1	made in a timely	y manner	and bear proper	: signat	ure and			
endorsements, a	administrate's	the Authority's	s investm	ent portfolio t	o maxim	nize yleld,			
assists in the	development a	ind administration	on of the	· Authority's Bo	ond Prog	gram, coordi-			
nates the design	gn, developmen	nt, and implemen	tation of	the Authority'	's Fare	Collection Sys	tem.		
Administrates	the Authority'	s Bus and Rail	Fare Coll	ection System,	and to	administer			
		ogram revenues.							
		•							
To Coming Description	The file and					,	·		
11. Record Series Description		itains the following documents of the file.		erm numbers and titles, if	any):	•	 		
	Attach sample	ales of the file.	ents (include fo			inancial			
Documents relating to:	Attach samme	ales of the file. Lon of weekly an	ents (include fo			inancial			
Documents relating to:	Attach sample the distributi administration	ales of the file. Lon of weekly an n of revenues re	nents (include for ad monthly aceived.	transcards and	i the fi				
Documents relating to:	Attach sames the distributi administration the transcard	ales of the file. Ion of weekly an n of revenues re consignment/rec	ents (include for ad monthly eceived.	transcards and (#33-7219); th	i the fi	nly summary			
Documents relating to:	Attach sample the distributi administration the transcard sheet listing	desof the file. Lon of weekly an n of revenues re consignment/rec transcards on h	nents (include for ad monthly aceived. eipt formand, sold	transcards and (#33-7219); the transcards the transcards and	i the fi he month exchang	nly summary ged; the			
Documents relating to:	Attach sames the distributi administration the transcard sheet listing transcard sale	desof the file. ion of weekly an n of revenues re consignment/rec transcards on h es analysis by c	ents (include for ad monthly eceived. eipt form and, sold company/or	transcards and (#33-7219); the transcards and ganization; the	d the fine month exchange summar	nly summary ged; the ry of remittanc	e		
Included are:	Attach sample the distributi administration the transcard sheet listing transcard sale received form	tion of weekly and of revenues reconsignment/rectranscards on hes analysis by c (#33-3070); ind	ents (include for ad monthly eceived. eipt form and, sold company/or lividual o	transcards and (#33-7219); the ganization; the company/organization	i the fine month exchange summar	nly summary ged; the ry of remittanc urchase orders	e		
Documents relating to:	Attach sames the distributi administration the transcard sheet listing transcard sale received form (invoices); an	tes of the file. Ion of weekly an of revenues re consignment/rec transcards on hes analysis by c (#33-3070); indicated miscellaneous	d monthly eceived. eipt form and, sold company/or lividual of	transcards and (#33-7219); the company/organization; the MARTA distributed and the company/organization.	the fine month exchange summar ation pu	nly summary ged; the ry of remittanc urchase orders f transcards.	e		
Documents relating to: Included are:	Attach sample the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series ma	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by call (#33-3070); individed include	d monthly ceived. eipt formand, sold company/or lividual contral general contral	transcards and (#33-7219); the ganization; the company/organization of MARTA distributions of the correspondence of	i the fine month exchange summar ation pution of pertiner	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the	e		
Documents relating to: Included are:	Attach sample the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series ma	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by call (#33-3070); individed include	d monthly ceived. eipt formand, sold company/or lividual contral general contral	transcards and (#33-7219); the ganization; the company/organization of MARTA distributions of the correspondence of	i the fine month exchange summar ation pution of pertiner	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the	e		
Documents relating to: Included are:	Attach sample the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series ma	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by consignment (#33-3070); induction of and receipt of and receipt of	d monthly ceived. eipt formand, sold company/or lividual contral general contral	transcards and (#33-7219); the ganization; the company/organization of MARTA distributions of the correspondence of	i the fine month exchange summar ation pution of pertiner	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the	e		
Documents relating to: Included are:	the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series madistribution o	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by consignment (#33-3070); induction of and receipt of and receipt of	d monthly ceived. eipt formand, sold company/or lividual contral general contral	transcards and (#33-7219); the ganization; the company/organization of MARTA distributions of the correspondence of	i the fine month exchange summar ation pution of pertiner	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the	e		
Documents relating to:	the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series madistribution o	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by c (#33-3070); indicated and receipt operates.	d monthly ceived. eipt formand, sold company/or lividual contral general contral	transcards and (#33-7219); the ganization; the company/organization of MARTA distributions of the correspondence of	i the fine month exchange summar ation pution of pertiner	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the	e		
Documents relating to:	Attach sames the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series ma distribution o monthly transc	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by c (#33-3070); indicated and receipt operates.	d monthly ceived. eipt formand, sold company/or lividual contral general contral	transcards and (#33-7219); the ganization; the company/organization of MARTA distributions of the correspondence of	i the fine month exchange summar ation pution of pertiner	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the	e		
Documents relating to: Included are:	Attach sames the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series ma distribution o monthly transc	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by c (#33-3070); indicated and receipt operates.	d monthly ceived. eipt formand, sold company/or lividual contral general contral	transcards and (#33-7219); the ganization; the company/organization of MARTA distributions of the correspondence of	i the fine month exchange summar ation pution of pertiner	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the	e		
Documents relating to: Included are: File is arranged:	Attach sames the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series ma distribution o monthly transc by fiscal year	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by c (#33-3070); individed in the consignment of and receipt of and receipt of ards.	d monthly ceived. eipt formand, sold company/or lividual contral general contral	transcards and (#33-7219); the ganization; the company/organization of MARTA distributions of the correspondence of	i the fine month exchange summar ation pution of pertiner	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the	e		
Documents relating to: Included are: File is arranged: 2. Monthly Reference Rate	the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series madistribution of monthly transcard by fiscal year	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by consignment (#33-3070); independent of and receipt of an area.	d monthly ceived. eipt formand, sold company/or lividual conternal general confirmation of revenue	transcards and (#33-7219); the ganization; the company/organization or respondence pas from the sale	the fine month exchange summar ation pution of pertiner of week	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the ekly and	e		
Documents relating to: Included are: File is arranged: 2. Monthly Reference Rate One to six months old	Attach sample the distribution administration the transcard sale transcard sale received form (invoices); and This series madistribution of monthly transcard by fiscal year How often are recording.	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by consignment of the consistency	d monthly ceived. eipt formand, sold company/or lividual conternal general confirmation of revenue	transcards and (#33-7219); the ganization; the company/organization or respondence pas from the sale	the fine month exchange summar ation pution of pertiner of week	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the ekly and	e		
Documents relating to: Included are: File is arranged: 2. Monthly Reference Rate One to six months old twenty-five months and old	Attach sample the distribution administration the transcard sale received form (invoices); and This series madistribution of monthly transcard by fiscal year the der	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by consignment of the consistency	d monthly ceived. eipt formand, sold company/or lividual conternal general confirmation of revenue	transcards and (#33-7219); the ganization; the company/organization or respondence pas from the sale	the fine month exchange summar ation pution of pertiner of week	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the ekly and	e		
Documents relating to: Included are: File is arranged: 2. Monthly Reference Rate One to six months old	the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series madistribution of monthly transcard sale by fiscal year How often are recorded Seven to the der; seven to the fine of Records	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by consignment (#33-3070); independent of an analysis of an arceipt of an arceipt of an arceipt of ards. The seferred to which are: The twelve months old	d monthly ceived. eipt formand, sold company/or lividual of revenue	transcards and (#33-7219); the l, returned and ganization; the company/organization MARTA distributorrespondence pes from the sale	the fine month exchange summar ation pution of pertiner of week	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the ekly and	e		
Documents relating to: Included are: File is arranged: 2. Monthly Reference Rate One to six months old twenty-five months and old	the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series madistribution of monthly transcard sale by fiscal year How often are recorded Seven to the der; seven to the fine of Records	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by consignment (#33-3070); independent of an analysis of an arceipt of an arceipt of an arceipt of ards. The seferred to which are: The twelve months old	d monthly ceived. eipt formand, sold company/or lividual of revenue	transcards and (#33-7219); the l, returned and ganization; the company/organization MARTA distributorrespondence pes from the sale	the fine month exchange summar ation pution of pertiner of week	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the ekly and	e		
Price is arranged: 2. Monthly Reference Rate One to six months old twenty-five months and old 3. Annual Rate of Accumulat	the distributi administration the transcard sheet listing transcard sale received form (invoices); an This series madistribution of monthly transcard sale by fiscal year How often are recorded Seven to the der; seven to the fine of Records	ion of weekly and of revenues reconsignment/rectranscards on hes analysis by consignment of the consistency	d monthly ceived. eipt formand, sold company/or lividual of revenue	transcards and (#33-7219); the l, returned and ganization; the company/organization MARTA distributorrespondence pes from the sale	the fine month exchange summar ation pution of pertiner of week	nly summary ged; the ry of remittanc urchase orders f transcards. nt to the ekly and	e		

YES	NO	14. Questionnaire (Plac	and "V" in the n				· · · · · · · · · · · · · · · · · · ·
	140	a. Is this the offici					1
x		If not, where is		;			4
	ļ			ial information requiri	ng security handling? If yes,	cite law or regulation.	,
	X		,	· ·	· · · · · · · · · · · · · · · · · · ·		
	X	c. Is this a vital rec	ord?	;			
	Х	d. Does this secues l	have historical or	long term resoarch val	ile?		<u> </u>
	X	e. When one or two) योजनीक्षासभारेड कर कि	o ble make e oecesso	y to keep the entire tile for	a long period, could these d	ocuments be
		scheduled separa		· · · · · · · · · · · · · · · · · · ·	·		
	X			is series ever published			
} }	,,			iis series ever analyzad	and/or recorded in a summa	arized report?	
	X	If yes, attach cor					
	X	If yes, where?	acion of this series	in your office, or in a	nother office or agency?		
	Y X		major portion o	f it) regularly microfile	med?		
	v			omputer printout?			
15. F	Retenti	on Requirements			res the series to be kept:		
		÷					•
قر	e. State	e Law		years.	d. Audit period	,	years,
(E	Stati	ute of limitation		years, OCG.	e. Administrative nee	d <u>~</u>	years.
C	Fede	erał law		years 3 7 - 3 - 3	f. Federal retention in	nstructions	years.
		•		· ·		•	·
	Attach	copy or excert of laws or r	egulations. Expla	in administrative need			· ·
an	- l-	pio of inlived		t .	Section 1		10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -
•	لامتح	be of more	was veco	ww		₩ "	•
		U	• •			e e e e e e e e e e e e e e e e e e e	
16. A	Approv	ed Disposition Instructions	This ag	ency recommends tha	t the file series be cut off at	the end of each:	
					Year: [] Other		
			i, i Care	indar real, igi riscal	rear; L.J. Other		then,
D	M Hold	I in the current files area	m	onth(s)	_ year(s); then		• : :
_	_	sfer to local holding area; I					
_		Sier to State Records Cent		year(s); then		•	
0	Desti	roy.		•			
C] Trans	sfer to State Archives for p	permanent retenti	on.	e e		
	Othe	r (Specify)			•		
		•				er en	
		•				e e e e e e e e e	·
				•			,
			•	,	r ·		
		•					
				-	. v		
		प		,		e e e e e e e e e e e e e e e e e e e	
		• •	÷ .	<i>‡</i>	• • •		
: TI	hese ins	structions apply to all prio	r and future accur	mulations of the series			
							,
		()	ndicate briefly rai	nonale for recommend	lations above/or write addin	onal remarks):	
17. AI	PPROV	/ALS				A	
Appro	gyfd	Department Records Mar	nagement Officer	Date	Approved Legal Cou	rse	Date ,
_/\s	u	ma N. Fr	uhlen	4/19/83	Dunda Y.	Talland	4/25/82
Apprt	Dyan (Rivision Head/Designee		Date	Approved Division o	Aldin	pate .
	بهلا	Ky Yours		4/20/83	J/10/1/2	al of	4/27/83
Agoro	over)	Department Head/Design	00	Date	Angroved Departmen	nt of A chives and History	, Opto
Appro		Records Management And	11.40	4/21/83	X 4 award We	ulo	6/6/83
K	11	was A I	70,	Alail 12	Approved MARTAN	lanagement Advisory Comm	ittee Date
/-}	<u>~</u>	TIN TIN	un	1/21/00			

. .